

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**Class Title: Utility Maintenance Mechanic II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs preventive maintenance on heavy machinery and equipment. Performs troubleshooting functions. Performs repairs. Performs analysis of equipment. Maintains records and reports. Manages plant operations.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |    | ESSENTIAL FUNCTIONS  |
|------------------------|----|--|
| 1                      | VH | Performs preventive maintenance on heavy machinery and equipment by inspecting large meter equipment, valves and boxes, checking machinery for wear, leaks and damage, changing belts, oil filters, electrical and electronic gauges and switches, making adjustments to equipment, removing, replacing packing ,and cleaning, rebuilding, and replacing worn parts. |
| 2                      | H  | Performs troubleshooting functions by determining and solving reasons for breakdowns or leaks, responding to fault indicators and determining causes or reasons of mechanical, electrical and electronic or distribution line fault.   |
| 3                      | H  | Performs repairs by overhauling, removing and replacing worn or damaged parts on meter equipment, machinery and facilities and installing new machinery and equipment, repairing water service and distribution lines.   |
| 4                      | H  | Performs analysis of equipment by conducting vibration testing on pumps, motors and gear boxes, electronic search for meters, valves and gear boxes, performing water tap or fluid analysis, keeping and preparing computerized and written reports on machinery trend failure and making recommendations based on findings.   |
| 5                      | L  | Maintains records and reports by accurately documenting work performed, lists, meter removal, repair and maintenance and installation in log book.   |
| 6                      | H  | Manages plant operations by performing machinery equipment and valve line-up for plant treatment operations, placing equipment, filters, pumps and basins into and out of service as directed and performing routine safety inspections.   |

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS                     |  |
|--|--|
| Formal Education / Knowledge           | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.  |
| Experience                             | One year experience in machinery repair and operation.   |
| Certifications and Other Requirements  | Valid Driver's License   |
| Reading                                | Work requires the ability to read reports, manuals, diagrams, blueprints and general correspondence.   |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.   |
| Writing                                | Work requires the ability to write general correspondence and fill out work orders and stock requests.   |
| Managerial                             | N/A  |
| Budget Responsibility                  | N/A  |
| Supervisory / Organizational Control   | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.   |
| Complexity                             | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.  |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. |

CSC Adopted: **October 2001** CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary  | Light   | Medium   | Heavy X   | Very Heavy   |
|--|---|--|---|--|
| S = Sedentary<br>Exerting up to 10 lbs.<br>occasionally or negligible<br>weights frequently; sitting<br>most of the time | L = Light<br>Exerting up to 20 lbs.<br>occasionally, 10 lbs.<br>frequently, or negligible<br>amounts constantly OR<br>requires walking or<br>standing to a significant<br>degree. | M = Medium<br>Exerting 20-50 lbs.<br>occasionally, 10-25 lbs.<br>frequently, or up to 10 lbs.<br>constantly. | H = Heavy<br>Exerting 50-100 lbs.<br>occasionally, 25-50 lbs.<br>frequently, or up to 10-20<br>lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs.<br>occasionally, 50-100 lbs.<br>frequently, or up to 20-50<br>lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | C              | Install, repair or replace meters, valves or boxes, water lines, conducting search for meters                      |
| Sitting          | F              | Computer, desk work, meetings, driving   |
| Walking          | C              | Getting meters, to/from vehicle  |
| Lifting          | F              | Vaults, meters, saws, hand tools, large or heavy equipment, log book, paperwork, files                             |
| Carrying         | F              | Vaults, meters, saws, hand tools, large or heavy equipment, log book, paperwork, files                             |
| Pushing/Pulling  | F              | Large equipment  |
| Reaching         | C              | Tools, equipment   |
| Handling         | C              | Working with materials, paperwork  |
| Fine Dexterity   | F              | Computer keyboard, writing, working on high pressure water lines   |
| Kneeling         | F              | Retrieval of meters, checking or repairing leaks, distribution water lines or equipment                            |
| Crouching        | F              | Retrieval of meters, checking or repairing leaks, distribution water lines or equipment                            |
| Crawling         | F              | Retrieval of meters, checking or repairing leaks, distribution water lines or equipment                            |
| Bending          | F              | Retrieval of meters, checking or repairing leaks, distribution water lines or equipment                            |
| Twisting         | F              | Retrieval of meters, checking or repairing leaks, distribution water lines or equipment                            |
| Climbing         | F              | Ladder or steps  |
| Balancing        | F              | Working with materials   |
| Vision           | C              | Computer, desk work, reading, writing, checking meters, repair, maintenance or installation of meters or equipment |
| Hearing          | C              | Communicating with personnel and general public  |
| Talking          | F              | Communicating with personnel and general public  |
| Foot Controls    | F              | Driving, operating equipment   |
| Other (specify)  | N              |  |

CSC Adopted: **October 2001** CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Dump trucks, back hoes, air compressors, power saws, crane truck, hand tools, gas trucks, portable light, welding machine, plaza cutter, computer, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | D | Dirt and Dust             | D |
| Chemical Hazards         | D | Extreme Temperatures      | D |
| Electrical Hazards       | D | Noise and Vibration       | D |
| Fire Hazards             | W | Fumes and Odors           | D |
| Explosives               | M | Wetness/Humidity          | D |
| Communicable Diseases    | S | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | D |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | X  |
| Other (see 2 below)   | -- |

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, safety shoes, vest, safety equipment, eye protection

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | O |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | F |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | F |
| Other (see 3 below)                           | N |

(3)